



CITY OF WYLIE

300 Country Club Road, Building 100,

Wylie, Texas 75098

972/516-6022 – Fax 972/516-6026

REQUEST FOR INFORMATION

Name of Requestor	Telephone	Fax or Email
Address		
Description of Information Requested: (Please list the records that you are requesting. List specific dates, if possible. If not, please list a starting and ending date for the records requested.)		
Signature of Requestor (if in person)	Date:	

Note: Any requested information determined to be PUBLIC INFORMATION will be made available within a reasonable time period.

This form request makes no guarantees that the information being requested will be subject to public inspection and copying, and the City of Wylie reserves the right to

withhold any requested information that is excepted from public disclosure under the Public Information Act or any other applicable law.

**CITY OF WYLIE
PUBLIC INFORMATION REQUEST
STAFF ACTION FORM**

Department	Date
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Please research the attached request for public information. If the cost of the copies exceeds \$20, notify the City Secretary prior to coping.

REQUEST ACTION
<input type="checkbox"/> The information requested has been copied for requestor. Please see Charges Section below for total charges due. (For requests totaling less than \$40.)
<input type="checkbox"/> This information can be copied for requestor. Please see Charges Section below for an estimate of charges. (For requests totaling more than \$40.)
<input type="checkbox"/> This information is unavailable at this time. It will be available for review on _____ (date) at _____ (time).
<input type="checkbox"/> This information is not created or maintained by the City.
<input type="checkbox"/> This information is maintained by this department but may be excepted from public disclosure under the Texas Public Information Act. (Request to be referred to City Attorney.)

INFORMATION CHARGES	
<p align="center">COST ESTIMATE</p> <p>This estimate has been calculated from anticipated charges that are indicated on the back of this form. Actual cost may be higher or lower than the cost estimate.</p> <p>Cost Estimate: \$ _____</p>	<p align="center">ACTUAL COST</p> <p>The cost of copying the information for the requestor is below. This cost has been calculated from the total charges indicated on the back of this form.</p> <p>Actual Cost: \$ _____</p>

Department	Request Handled by:	Telephone
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Date Received by City Secretary	Time	Received/Handled by:
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